

Application for Development Permit Amendment

A Development Permit (DP) is used to guide the form and character of commercial, multiple dwelling residential (duplexes, townhouses, rowhouses, apartments), industrial and comprehensive developments including these uses. The DP process works to prevent development from creating hazardous conditions, protecting the natural environment, and ensuring development is in line with Community objectives. For more information about DP requirements, visit www.portcoquitlam.ca/business.

TO BE COMPLETED BY APPLICANT

I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.

Application Date: _____

Property Owner: _____

Owner Address (incl. postal code): _____

Owner Phone: _____ Owner email: _____

Applicant (Primary Contact) ☐ Owner (same as above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Phone: _____ Applicant email: _____

DEVELOPMENT DETAILS

Civic Address: _____

Development Permit Number: _____

CITY OF PORT COQUITLAM

DEVELOPMENT PERMIT AMENDMENT APPLICATION CHECKLIST

The following materials are required as part of the Development Permit Amendment Application. All requirements must be submitted in order to process a Development Permit Amendment Application.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee.		
Certificate(s) of Title	Current Certificate(s) of Title: <ul style="list-style-type: none"> <input type="checkbox"/> Dated within 6 months of application date. <input type="checkbox"/> Include description of any restrictions on title. 		
Letter of Authorization	If registered owner is not the applicant, include the following authorization documentation: <ul style="list-style-type: none"> <input type="checkbox"/> Letter from the owner authorizing agent to act on their behalf <u>OR</u> <input type="checkbox"/> Copy of an Option to Purchase <u>OR</u> <input type="checkbox"/> Copy of Purchase under Registered Agreement. 		
Written Submission	Description of the proposed development permit amendment and how the proposed amendment will comply with current OCP policy, design guidelines and City bylaws. Include the following information: <ul style="list-style-type: none"> <input type="checkbox"/> A description of the proposed amendment and rationale for design changes. <input type="checkbox"/> Compliance with: <ul style="list-style-type: none"> OCP policies and applicable design guidelines. OCP policies for environmental conservation (OCP Section 9.11). Zoning Bylaw regulations and identification of any requested variances to the regulations. Parking regulations of the Parking and Development Management Bylaw and identification of any requested variances to the regulations. <input type="checkbox"/> The description and rationale for any requested variances to OCP policies, design guidelines or bylaw regulations. <input type="checkbox"/> If the amendment includes a request to extend the development permit date of expiry submit the following: <ul style="list-style-type: none"> An explanation of why the development has been delayed. An expected timeline as to when the development will be substantially under construction. 		

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Architectural Plans	<p>If the amendment is to request changes to the building design include plans, signed and sealed by an Architect, are to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 set of reduced architectural plans at 11" x 17" including materials list and colours. <input type="checkbox"/> Other sizes may be requested by planning staff. <input type="checkbox"/> Perspectives, renderings and elevations in colour for presentation purposes (min. size - 11" x 17"). <input type="checkbox"/> Electronic (PDF) files of all plans and drawings. <p>Plans and drawings to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A complete set of marked-up and clean drawings showing all requested changes to the approved development permit. 		
Landscape Plans & Estimate	<p>If the amendment is to request changes to the landscape design include plans, signed and sealed by a Landscape Architect, are to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 set of reduced architectural plans at 11" x 17". <input type="checkbox"/> Other sizes may be requested by planning staff. <input type="checkbox"/> Electronic (PDF) files of all plans and drawings. <p>Plans and drawings to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A complete set of marked-up and clean drawings showing all requested changes to the approved development permit. <p>A landscape cost estimate that includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The cost of all planting and materials specified in the landscape plan 		
Additional Information	Additional information to evaluate the application may be required by the Director of Development.		

APPLICANT ACKNOWLEDGEMENT

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____

Print Name: _____

Note: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)

OFFICE USE ONLY

Permit #: _____ Fee Paid: _____ Receipt #: _____

☐ Cheque ☐ Cash ☐ Visa ☐ MC ☐ AMX ☐ Interac CSR Initials: _____